

EMPLOYEE SHOULD NOT FILL THIS SPACE

APPEAL FROM CLASSIFICATION ALLOCATION

1. Name (Miss) DOROTHY M. KANE
2. Department WAR; HQ., ARMY AIR FORCES
3. Bureau AC/AS-2
4. Present Allocation: Service CAF Grade 5
5. Allocation Requested: Service CAF Grade 6
6. Description of work. (Describe the various tasks performed, making the description of each as detailed as space will permit. Use a paragraph for each task and number the paragraphs. In the column at the right state the estimated percentage of the total time—in the course of a day, month, or year—given to each task.)
- Percentage of total time given to each task

PLEASE SEE APPENDIX ATTACHED.

83,146.40
(6/1/47)

JCS Declassification/Release Instructions on File

7. Do the duties involve direction or supervision of the work of other employees? Yes If so, describe the nature of the direction or supervision and give the number and classes of employees directed or supervised.

Supervisory duties involve the issuance of instructions to Copy Preparers(Commercial firm), draftsmen(2) SP-7 and (1) SP-4, and typists (2) CAF-6 and (2) CAF-3, regarding corrections on first and second proofs. JISPB organization has vacancy for proofreader to assist incumbent; despite JISPB Director's repeated insistence to higher levels concerning the need for filling the vacancy, no assignment of personnel has yet been made.

9. Give reasons why it is believed the position has been erroneously classified. Cite class specification which it is believed applies; also cite other positions which are considered comparable, if any: I believe the position has been erroneously classified because the composite duties of my position do not readily fall within any single classification at present designated within the Civil Service Commission's Class Specifications and Statements of Allocation Standards.

The duties of the position have been an outgrowth of the unusual needs of the JANIS Board, brought about by reduction in force and the necessary use and training of remaining personnel assigned to the staff by participating agencies in duties additional to those of their original classification, in order that the work flow of the office be constant.

The training and experience acquired in this work have enabled me since VJ day to perform the bulk of duties that were performed during the war by an Army Captain, with the assistance of a secretary and two proofreaders. The production load has been reduced from the wartime schedule of 12 studies a year to 6, but the type of duties, in general, has remained constant.

10. Do you desire to appear before the Board? (See paragraph 9 of P. C. B. Circular No. 22.)
(Submit names of those whom you wish to appear with you, if any, on a separate sheet, giving character of testimony each is to present.)

The foregoing statements are correct to the best of my knowledge and belief.

Date 4 April 1947 Signature of Appellant _____

Comment and recommendation of immediate superior:

11. State whether the employee works under immediate supervision, and if not, state definitely the extent and nature of the responsibility placed upon the employee: Receives broad assignments from Editor in Chief(P-6), or Deputy, and from Chief of Graphic and Reproduction Section(P-5), Joint Intelligence Study Publishing Board, who make major decisions on production policy. Incumbent is familiar with work to be done and proceeds with considerable independent initiative and judgment, maintaining present rigid schedules of Production Unit without job-by-job assignment and with only occasional assistance.

12. Are answers to questions 6, 7, and 8 accurate and true? Yes If not, state in what particulars:

The classification of at least CAF-7 would be commensurate with the responsibilities as outlined in items 6 & 7. No other positions are entirely comparable, although the Government Printing Office has separate positions covering some elements of the work, such as copy-editing, make-up, etc.

13. Recommendation:

Date 4 April 1947 Signed Margaret M. Kingman
Title Chief, Graphic & Reproduction
Section, JISPB

Forwarded to the Personnel Classification Board { approved.
disapproved. See brief attached.

Signed _____
(Classification Officer, or Chairman, Classification Committee)

Date Approved For Release 2001/11/19 : CIA-RDP79-01147A000200040012-0

APPEAL FROM CLASSIFICATION ALLOCATION

APPENDIX A

(Miss) DOROTHY M. KANE

WAR DEPARTMENT; ARMY AIR FORCES; AC/AS-2

Present Allocation: CAF-5

Allocation Requested: CAF-6

6. Description of work.

Percentage of
total time given
to each task

I. CHIEF OF PRODUCTION UNIT: Under general supervision indicated in item 11., incumbent assumes responsibility for final critical review and correctness of proofs of all Joint Army-Navy Intelligence Studies (JANIS) chapters and for Editorial, Graphic, and Production clearance of all proofs through various stages of printing. Because of the unique organization of the Joint Intelligence Study Publishing Board (JISPB), and the extensive scope of JANIS, this position is of far greater breadth and complexity than similar work in the editing and publication offices of the average agency and requires much greater versatility in editing, proofing, and checking. 70%

The Joint Intelligence Study Publishing Board plans, supervises, edits, and publishes Joint Army-Navy Intelligence Studies (JANIS). These studies are comprehensive regional monographs which provide the Joint Chiefs of Staff (JCS) and other high level staff planners with individual publications containing the necessary detailed information upon which may be based a war plan for military and naval operations in a given area. Four to six complete studies are now produced each year, the average unit containing 600-800 large double-column pages, including 300-400 tables and tabulations, 250-350 halftone illustrations, 150-200 line engravings, 30-50 colored insert maps, and 10-40 colored plans. Each JANIS is made up of thirteen chapters plus a printed binder cover and letter of promulgation, and a plans pouch of folded maps, but each chapter is produced as a separate publication, written, edited, printed, and distributed separately, bound in its own distinctive cover. Chapters of each JANIS embrace a wide variety of highly specialized technical subjects such as Oceanography, Medicine (Health and Sanitation), Meteorology (Climate and Weather), Economics (Resources and Trade), Engineering (Transportation and Telecommunications), Anthropology and Political Science (People and Government), Military Geography, Aviation, and Cartography (Gazetteer and Map Appraisal). Each chapter is prepared by technical personnel of an agency specializing in the field of that chapter; contributing agencies include various bureaus of the War, Navy, State, Agriculture, and Interior Departments, and several independent offices. Although chapters retain their same basic subject matter and outline, each new JANIS covers a different area; hence, the lack of similarity in geography, culture, economic development, and languages makes each chapter of each JANIS a new and different problem.

6. Description of work (Continued).

Administration of Production Unit: Incumbent must be prepared at all times to furnish Director of JISPB, Editor in Chief, and/or Chief of Graphic and Reproduction Section full information on status of material submitted for printing, regardless of whether in editorial, graphic, production, or printer's offices; in absence of regularly delegated personnel, may be called on to direct and approve transmittal of manuscript copy of proofs to printer.

II. EDITORIAL ASSISTANT: Incumbent consults with chapter editors, pointing out changes needed to correct manuscripts or proofs for publication; informs Editor in Chief of departures from JANIS style and of other errors and irregularities found in JANIS manuscript and proof; compiles notes on proposed changes in editorial practice for JANIS, and recommends same at editorial staff meetings. 20%

Copy Editing: Incumbent is at times called on to prepare copy to go to printer, including marking up for type sizes and faces, capitalization, indention, placing and style of titles, running heads, text heads, text, extract matter, tabular matter, footnotes, captions, table of contents, list of effective pages, letter of promulgation, imprint of publishing agency, and chapter and binder covers, in accordance with established JANIS practice.

During mark-up, incumbent, as experienced editorial proof-reader, can sometimes catch editorial oversights, inconsistencies in spelling, grammar, sequence of lettered or numbered heads, contradictory figure or text references, and other similar discrepancies which would be much more costly to correct if allowed to go through into first proof. Any apparent errors are called to chapter editor's attention for checking and correction. Corrected errors and revised or retyped pages are rechecked by incumbent before approving copy for printing.

III. MAKE-UP AND PROOFREADING: Because JANIS is reproduced 10% variously by straight letterpress printing, offset lithography from reproduction copy prepared on electromatic typewriters, and offset lithography from linotype reproduction proofs, incumbent must have a thorough knowledge of a wide variety of printing processes and the advantages, limitations, and specialized techniques of marking, handling, and proofing text and illustrative matter in each stage of each process.

WAR DEPARTMENT; ARMY AIR FORCES; AC/AS-2
Present Allocation: CAF-5

Allocation Requested: CAF-6

Percentage
of total
time given
to each task

6. Description of work (Continued).

III. MAKE-UP AND PROOFREADING (Continued)

1) Make-up: Incumbent prepares paste-up dummy for all material set in type, showing printer precisely how JANIS chapter or chapters are to be made up, including determination of effective subject breaks, placement and balancing of tabular matter and illustrations to obtain most effective relation to text references and pleasing arrangement of page; and checks thoroughly to make sure that all material is included and is in proper style and sequence.

2) First proof: Incumbent (without assistance of copyholder) reads galley of first proofs against edited manuscript, marking corrections, giving instructions for changes to be made by printer or electromatic operator, and inserting queries to technical editors on inconsistencies in subject matter, treatment, outline, style, etc., if any are found, with suggested corrections. Incumbent reads all chapters of JANIS and is able, therefore, through experience in such work, to detect and bring to attention of editors of individual chapters, or Editor in Chief, repetitions, conflicts with related material in other chapters, or pertinent statements in other chapters that warrant cross-referencing. Makes suggestions and recommendations as to changes in content, arrangement of maps, illustrations, and tabular matter to achieve uniformity of style, clarity of presentation, and logical continuity in the wide variety of topics covered by the different chapters.

Prepares instructions for corrections to be made by draftsmen in reproduction copy of text or legends for illustrative material; instructions for correcting or resetting proof requiring changes in spelling or grammar, changes to fit JANIS style, addition of accents or special characters in foreign language work, addition of rules (lines), adjustment of page dimensions, indentions, and spacing to be observed. Arranges proper routing of proof to editorial and graphic clearance before final review by incumbent to see that all queries have been answered and necessary corrections made.

3) Second and third proofs: Incumbent reads second proof in its entirety against corrected first proof (if copy has been prepared on electromatic typewriter), or checks page proofs against items previously marked on corrected galley proofs and paste-up dummy (if copy has been set in type for letterpress or offset printing). Gives instructions for corrections, refers queries and suggestions to chapter editor, and checks proofs before final clearance, as described above in procedure for first proof. Checks third proof or blueprint (in offset printing only) for correct assembly of text, tables, and illustrative matter, and to see that material will give proper photographic reproduction.

STATOTHR

Approved For Release 2001/11/19 : CIA-RDP79-01147A000200040012-0

Approved For Release 2001/11/19 : CIA-RDP79-01147A000200040012-0